

## **County Road Administration Board**

### *Privacy Notice*

**Introduction:** Thank you for visiting the State of Washington County Road Administration Board web site and reviewing our Internet Privacy Notice. This statement notice addresses information that may be obtained by us through your use of our website. The following topics are covered:

1. Notice of Information Collected and How it is Used
2. Personal Information and Choice
3. Public Access to Information
4. Cookies
5. Security
6. Disclaimer
7. Contact Information

1. **Notice on Information Collected and How it is Used**

If you do nothing during your visit to our web site but browse, read pages, or download information, we collect no information from you.

**If you send us e-mail**

If you send us an e-mail, we will collect the e-mail address and the contents of the e-mail. The information collected is not limited to text characters and may include any audio, video, and graphic information formats you send us.

We use your e-mail to respond appropriately. This may be to respond to you, to address issues you may identify, to further improve our web site, or to forward the e-mail to another agency for appropriate action.

**If you fill out a registration form or questionnaire**

This site contains forms for registration to conferences and questionnaires about our services. All of the information requested and collected on our registration forms are of a non-sensitive personal information nature.

2. **Personal Information and Choice**

You may choose whether to provide personal information on-line.

"Personal information" is information about a natural person that is readily identifiable to that specific individual. Personal information includes such things as an individual's name, address, and phone number. A domain name or internet protocol address is not considered personal information.

We collect no personal information about you unless you voluntarily provide it to us by sending us email. You may choose not to contact us by email. Your choice to not participate in this activity will not impair your ability to browse CRAB's web site and read or download any information provided on the site.

If personal information is requested on the web site or volunteered by the user, state law and the federal Privacy Act of 1974 may protect it. However, this information is a public record once you provide it, and may be subject to public inspection and copying if not protected by federal or state law.

If you believe that your "personal information" is being used for a purpose other than what was intended when submitted, you may contact the Executive Director of CRAB at (360) 753-5989.

Users are cautioned that the collection of personal information requested from or volunteered by children on-line or by e-mail will be treated the same as information given by an adult, and may be subject to public access.

3. **Public Access to Information**

In the State of Washington, laws exist to ensure that government is open and accessible to citizens. This means that the public has a right to access appropriate records and information possessed by state government. At the same time, there are exceptions to the public's right to access public records that serve various public policy objectives and needs, including the privacy of individuals. Both state and federal laws provide exceptions.

All of the information collected at this site becomes public records that may be subject to inspection and copying by members of the public, unless an exception in law exists. RCW 42.17.260(1) states that

Each agency, in accordance with published rules, shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions of (6) of this section [RCW 42.17.260(6)], RCW 42.17.310, 42.17.315, or other statute which exempts or prohibits disclosure of specific information or records. To the extent required to prevent an unreasonable invasion of personal privacy interests protected by RCW 42.17.310 and 42.17.315, an agency shall delete identifying details in a manner consistent with RCW 42.17.310 and 42.17.315 when it makes available or publishes any public record; however, in each case, the justification for the deletion shall be explained fully in writing.

In the event of a conflict between this Privacy Notice and the Public Records Disclosure Act or other law governing the agency's disclosure of records, the Public Records Act or other applicable law will control.

4. **Cookies**

This site does not currently use "cookies".

5. **Security**

The County Road Administration Board, as developer and manager of this web site, has taken several steps to safeguard the integrity of its data and prevent unauthorized access to information maintained by our office.

These measures are designed and intended to prevent corruption of data, block unknown or unauthorized access to our systems and information, and to provide reasonable protection of private information in our possession.

This information should not be construed in any way as giving business, legal, or other advice, or warranting as fail proof, the security of information provided via CRAB's web site.

6. **Disclaimer**

The County Road Administration Board's web site has many links to other web sites. These include links to web sites operated by other government agencies, nonprofit organizations and private businesses. When you link to another site, you are no longer on the CRAB web site and this Privacy Notice will not apply. When you link to another web site, you are subject to the privacy policy on that site.

Neither the State of Washington, nor any agency, officer, or employee of the State of Washington warrants the accuracy, reliability or timeliness of any information published by this system, nor endorses any content, viewpoints, products, or services linked from this system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability of timeliness of such information. Portions of such information may be incorrect or not current. Any person or entity that relies on any information obtained from this system does so at his or her own risk.

7. **CRAB's Contact Information**

You may contact the County Road Administration Board to offer comments about this web site or about the information presented in this Internet Privacy Notice:

Privacy policy and all other communications can be addressed to:

Executive Director  
County Road Administration Board  
2404 Chandler Court SW, Ste 240  
Olympia, WA 98504-0913  
Fax: (360) 586-0386  
Phone: (360) 753-5989  
contact@crab.wa.gov